

# Meals Per Diem: Multi-Location Trip

Updated February 26, 2026

## Travel Application

Expense

## Helpful Hints

If a traveler has multiple destinations during a trip, the meals per diem calculation can be adjusted.

## Procedure

From within the expense report, open the Meals (Per Diem) expense by clicking anywhere on the line (or enter a new expense line if needed). Click *Calculate Amount*. Note: If the Calculate Amount button is not visible, collapse the Firefly left menu (click on three horizontal lines at top left) or reduce the browser zoom.

Expected Expense Cost Distribution

Expense Type: \* Meals (Per Diem)

**Meals (Per Diem)**


Start Date: \* 03/02/2026 End Date: \* 03/06/2026

Country: \* United States Comment:

Destination: \* TEMPE

Entered Amount: \* 0.00 USD - American Dollar **Calculate Amount**

Amount: 0.00 USD - American Dollar

Click  to search for another location.

Exclude	Date	Country	State	Destination	County	Breakfast Provided	Lunch Provided	Dinner Provided	Amount
All									
<input type="checkbox"/>	03/02/2026	US	AZ	Phoenix / Scottsdale / Tempe	Maricopa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45.15 USD
<input type="checkbox"/>	03/03/2026	US	AZ	Phoenix / Scottsdale / Tempe	Maricopa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60.20 USD
<input type="checkbox"/>	03/04/2026	US	AZ	Phoenix / Scottsdale / Tempe	Maricopa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60.20 USD
<input type="checkbox"/>	03/05/2026	US	AZ	Phoenix / Scottsdale / Tempe	Maricopa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60.20 USD
<input type="checkbox"/>	03/06/2026	US	AZ	Phoenix / Scottsdale / Tempe	Maricopa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45.15 USD

Refresh Ok

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Type *US* and scroll down to find the state and city. Click the desired location.

Per Diem Data			
US			
Country	State	Destination	County
US	AR	Hot Springs	Garland
US	AZ	All Others in AZ	All Other Counties
US	AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the ci
US	AZ	Kayenta	Navajo
US	AZ	Phoenix / Scottsdale / Tempe	Maricopa
US	AZ	Sedona	City Limits of Sedona
US	AZ	<b>Tucson</b>	Pima
US	CA	All Others in CA	All Other Counties
US	CA	Antioch / Brentwood / Concord	Contra Costa

The meal detail line is updated with the desired location. Click *Refresh* to update the amount.

Meal Details									
Exclude All	Date	Country	State	Destination	County	Breakfast Provided	Lunch Provided	Dinner Provided	Amount
<input type="checkbox"/>	03/02/2026	US	AZ	Phoenix / Scottsdale / Tempe	Maricopa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45.15 USD
<input type="checkbox"/>	03/03/2026	US	AZ	Phoenix / Scottsdale / Tempe	Maricopa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60.20 USD
<input type="checkbox"/>	03/04/2026	US	AZ	Phoenix / Scottsdale / Tempe	Maricopa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60.20 USD
<input type="checkbox"/>	03/05/2026	US	AZ	Phoenix / Scottsdale / Tempe	Maricopa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60.20 USD
<input type="checkbox"/>	03/06/2026	US	AZ	Tucson	Pima	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45.15 USD

[Refresh](#) [Ok](#)

The amount has been updated. Click *Ok*.

Meal Details									
Exclude All	Date	Country	State	Destination	County	Breakfast Provided	Lunch Provided	Dinner Provided	Amount
<input type="checkbox"/>	03/02/2026	US	AZ	Phoenix / Scottsdale / Tempe	Maricopa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45.15 USD
<input type="checkbox"/>	03/03/2026	US	AZ	Phoenix / Scottsdale / Tempe	Maricopa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60.20 USD
<input type="checkbox"/>	03/04/2026	US	AZ	Phoenix / Scottsdale / Tempe	Maricopa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60.20 USD
<input type="checkbox"/>	03/05/2026	US	AZ	Phoenix / Scottsdale / Tempe	Maricopa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60.20 USD
<input type="checkbox"/>	03/06/2026	US	AZ	Tucson	Pima	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>42.00 USD</b>

[Refresh](#) [Ok](#)

The reimbursement amount total for meals per diem has been updated. Save the expense.